

2013/14 IDP AND BUDGET TIME-SCHEDULE OF EVENTS FOR THE APPROVAL OF THE 2014/15 IDP AND BUDGET

Item No.	Deliverable	Co-Ordinating Department	Output	Legislative Requirement and Information	Time Frame
1	Time Schedule: a) Tabling of Draft 2014/15 IDP and Budget time-schedule to Executive Mayor for approval	IDP/OPM	Approved time-schedule for 2014/15	Municipal Finance Management Act (MFMA) Section 21(1) (Delegated to Executive Mayor)	July '13
	b) Advertisement of time-schedule on website, local newspapers and notice boards		Notification to public	Municipal Systems Act Section 21, 28 (3)	After approval by Executive Mayor
2	4th Quarter Performance reports: a) 2012/13 Fourth Quarter Corporate Performance Report to EMT for Plan-Do-Review session b) 2012/13 Fourth Quarter Corporate Performance Report to PC, Mayco and Council	IDP/OPM	Fourth Quarter Corporate Performance Report on agenda	Mun. Planning and Performance Management Regulations - Section 13 (2) City's Performance Management Policy and Guidelines	July '13 August '13
	c) Place 2012/13 Fourth Quarter Corporate Performance Report on website	IDP/OPM	Fourth Quarter Corporate Performance Report on web	Municipal Financial Management Section 75 (2) Municipal Systems Act 21(b)	August '13
	d) Submit 2012/13 Fourth Quarter Corporate Performance Report to National and Provincial Treasury		Fourth Quarter Corporate Performance Report submitted	Municipal Budget and Reporting Regulations - Section 31	August '13
	e) 2012/13 Fourth Quarter Directorate and department SDBIPs to PC's and Mayco	Directorates and Departments	Fourth Quarter Dir. And Dep. Performance Reports on agenda	City's Performance Management Policy and Guidelines	September '13
	Planning for the 2014/15 Reviewed IDP a) Strategic session with IDP, EMT, MAYCO	IDP/OPM	Discussion about the existing and changing circumstances that may need different strategies	Municipal Systems Act (MSA) Section 34	September '13
3	b) Councillor or Committee of Council to submit a memorandum with recommendations for amendments to the IDP and Corporate Scorecard document to Council	IDP/OPM	Memorandum with recommendations for amendment	Municipal Planning and Performance Management Regulations 3(1) and (2)	October '13
	c) Publish the amendments to the IDP document for comment by the public 21 days.	IDP/OPM	Public comment	Municipal Planning and Performance Management Regulations 3(4)(b)	November '13
	d) Community to participate in reviewing the Performance Man System on the KPI's and setting of targets	IDP/OPM	Updated Five Year Scorecard	Municipal Systems Act Section 42	November '13
4	External alignment and coordination: a) Provincial IDP INDABA - Consult with provincial sector departments, district and local municipalities on sector specific programmes for alignment with City plans.	IDP/OPM	Alignment of Prov./Neighbouring municipalities projects / programmes with CoCT	Municipal Systems Act Section 24	18 September '13
5	Initiate the Budget Process: a) Setting of Budget Agenda and timelines (MTREF review) BSC/Mayco/EMT) and i.r.o. Tariffs, policies and TMA	Budget & ISL	Strategic direction and guidance at commencement of budget process	Municipal Finance Management Act 53(1)	July / August '13
	b) Inputs from Subcouncils , directorates and Portfolio Committees	Directorates/PCs/ Budget and SC	Input Summary	Municipal Finance Management Act 53(1)	August/September '13
	c) Adjustments budget with potential 2014/15 impact	Budget & IDP	2013/14 Adjustments budget and amended SDBIPs (potential)	Municipal Financial Management Act Section 28 Municipal Budget and Reporting Regulations - Regulation 27(2)(b)	by 25 August '13
	d) Publication of approved adjustments budget on website and submit to National & Provincial Treasuries both printed and electronic formats		Approved Adjustments Budget, IDP & SDBIPs being made available on official website and submission to NT and PT	Municipal Financial Management Act Section 28(7) Municipal Systems Act 21(b) MBRR Section 26	September '13
6	Annual Report a) Submit unaudited 2012/13 Annual Report to Auditor-General as required by legislation	IDP/OPM	Unaudited Annual Report -includes the Annual Report narrative Annual Performance Report Annual Financial Statements	MFMA - Chapter 12 - Section 126 MFMA Circular No.63	30 August '13
	b) Auditing of draft 2012/13 Annual Report by Auditor-General	IDP/OPM		MFMA - Section 126 MFMA Circular No.63	29 November '13
	c) Receive Auditor-General report on Annual Report of the City (excluding audit report on consolidated financial statements)	IDP/OPM	Auditor-General's audit report on City's Annual Report	MFMA Circular No.63	29 November '13
7	Preparing the 2014/15 Budget: a) Present MTREF parameters and assumptions to BSC to prepare detailed Operating and Capital budgets	Budget	Presentations	N/A	August - November '13
	b) Draft and distribute tariff process brief	ISL	Tariff process briefing	Municipal Finance Management Act Section 24(2)(c)(ii)	2 September '13
	c) Capital Budget briefing sessions with directorates	Budget	Briefing sessions	N/A	October '13
	d) Operating Budget briefing sessions with directorates	Budget	Briefing sessions		October '13
	e) Submission of capital projects above R50m to Council	Budget	Council Resolution	Municipal Finance Management Act section 19, MBRR regulation 13	November / December '13
	f) Update BSC / PC / Mayco on draft Operating and Capital budget inputs and assumptions	Budget	Input Summary		October / November / December '13
	g) Submit Miscellaneous tariff reports to relevant portfolio committees	Departments / ISL	Tariff reports	Municipal Finance Management Act Section 24(2)(c)(ii)	November '13
8	2012/13 Annual Report: a) Table draft 2012/13 Annual Report to Mayco.	IDP/OPM	Draft Annual Report on agenda	Internal Process	October/November '13
	b) Receive Auditor-General report on Consolidated Annual Financial Statements (including Convenco Annual Financial Statements)	IDP/OPM	Auditor-General's audit report on City's Consolidated Annual Financial Statements	MFMA - Section 126 MFMA Circular No.63	20 December '13
	c) Tabling 2012/13 Annual Report to Council	IDP/OPM	Annual Report on agenda	Municipal Finance Management Act - Section 127	25 January '14
	d) Tabled 2012/13 Annual Report submitted to the Auditor General, Provincial Treasury & Dept. Local Government	IDP/OPM	Tabled 2012/13 Annual Report submitted	Municipal Finance Management Act - 127 (5) (b)	Immediately after Council meeting
	e) Make public the - 2012/13 Annual Report and invite the public to submit representations in connection with the Annual Report		Summary of public representations	Municipal Financial Management Section 127 (5a)	February '14
9	2013/14 First Quarter Corporate Performance a) Report to EMT for Plan-Do-Review session	IDP/OPM	First Quarter Report on agenda	Municipal Planning and Performance Regulations Section 13 City's Performance management Policy and guidelines	November '13
	b) Report to PCs, Mayco and Council	IDP/OPM	First Quarter Report on agenda	Municipal Planning and Performance Regulations Section 13 City's Performance management Policy and guidelines	November '13
	c) Place 2013/14 First Quarter Corporate Performance Report on website and make available to National Treasury	IDP/OPM	First Quarter Report on web	Municipal Financial Management Act Section 75 (2) Municipal Systems Act 21(b) Municipal Budget and Reporting Regulations - Section 31	November '13
	d) 2013/14 First Quarter Directorate and Department SDBIPs to PC's and Mayco	Directorates and Departments	First Quarter Report on agenda	Municipal Finance Management Act System of Delegations	November '13
10	Adjustment budget a) 2013/14 Mid-year assessment and review (to potentially influence 2014/15) to Mayor	IDP and Budget	Mid-year assessment	Municipal Finance Management Act Section 72	by 25 January '14
	b) Submission of Mid-year assesment to National and Provincial Treasury	Budget	Submission of Mid-year assessment to National- and Provincial Treasury	Municipal Finance Management Act Section 72 MBRR 35	by 25 January '14
	c) Publication of Mid-year assessment	Budget	Publication of Mid-year assessment	Municipal Finance Management Act Section 72 MBRR 34	end January '14
	d) 2013/14 Mid-year Adjustment Budget, IDP and SDBIPs (Corporate, Directorate & Departments)	IDP and Budget	2013/14 Adjustment Budget (2), IDP and SDBIPs (Corporate, Directorate & Departments)	Municipal Finance Management Act Section 28 and 54 (1) (c) Municipal Budget and Reporting Regulations - Regulation 27(2)(b)	January '14
	e) Publishing Adjustments Budget on website and submit to National and Provincial Treasury	Budget	Approved Adjustments Budget being made available on official website and submission to NT and PT	Municipal Financial Management Act Section 28(7) Municipal Systems Act 21(b) MBRR Section 26	February '14
11	First draft of 2014/15 Budgets and SDBIPs: a) Input i.r.o. Budget related policies for the next financial year	ISL	Draft Policies	Municipal Finance Management Act section 17	January '14
	b) Municipal entities to align their budgets and plans with City IDP	Shareholder, Contract Man Team and IDP/OPM	Aligned budget	Municipal Finance Management Act Section 87 (ii) and (iii) Municipal Finance Management Act Section 88	January '14
	c) 1st draft Capital Budget and Operating Budget including ward allocation projects, above R50m projects and particulars of beneficiaries of Section 67 Grants to BSC.	Budget/ISL	Draft Capital and Operating budget	Municipal Finance Management Act	January '14 / February '14

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	d) Municipal manager submit draft 2014/15 SDBIPs: • Corporate SDBIPs • Directorate Executive Summaries and SDBIPs • Departments Business Plans and SDBIPs together with the annual budget to to the Executive Mayor to be considered for tabling in terms of 16 (2) of the MFMA	IDP/OPM, Directorates and Departments	2014/15 draft SDBIP Corporate, Directorate and Departmental	Municipal Finance Management Act No. 56 of 2003, Municipal Budget and Reporting Regulations 14 (2)	February '14
12	Services tariffs a) Submit Utility Services tariff reports to Mayco	Utility Services / ISL	Draft Utility Services tariffs	Municipal Finance Management Act Section 24(2)(c)(ii)	January '14
	b) Submit Utility Services tariff reports to Council	Utility Services / ISL	Draft Utility Services tariffs	Municipal Finance Management Act Section 24(2)(c)(ii)	February '14
	c) Present Total Municipal Account to Budget Steering Committee	ISL	TMA Modelling	N/A	February '14
	Publication and Compliance a) Publication of annual budgets for consultation	Budget & ISL	Tabled Annual Budget available for viewing	Municipal Finance Management Act Section 22(a); Municipal Systems Act Section 21A	March - April '14
13	b) Submission of tabled annual budget and draft SDBIPs to National and Provincial Treasuries in both printed and electronic formats	IDP/OPM and Budget	Tabled annual budget + SDBIPs submitted	Municipal Finance Management Act Section 22(b) MFMA MBRR Regulation 15 (3) (b)	March '14
	c) Submission of draft budget to Portfolio Committees for comment	Line departments	Comment on draft Budget		March-April '14
	2nd Quarter and Annual Performance Reporting: a) 2013/14 Second Quarter (mid year) Corporate Performance Report to EMT for Plan-Do-Review session b) 2013/14 Second Quarter (mid year) Corporate Performance report to PC, Mayco & Council	IDP/OPM	Second Quarter Report on agenda	Municipal Financial Management Act Section 72 System of Delegations	January '14
14	c) 2013/14 Second Quarter (mid year) Corporate Performance Report placed on the website and sent to Provincial and National Treasury and to MEC for local government		Publication of report Copy to National Treasury	Municipal Systems Act 21b Municipal Finance Management Act 75(1) System of Delegations	January/February '14
	d) 2013/14 Second Quarter Directorate and department performance report to PCs and Executive Mayor	Directorates and Departments	Performance report	Municipal Finance Management Act System of delegations	March '14
15	LG MTEC 2 Engagement - Province informs municipalities of allocations	Budget	Provincial feedback report	Municipal Financial Management Action section 34	February '14
16	IDP Review Table 2014/15 IDP Review incl. Corporate Scorecard and Budget to Mayco and Council	IDP & Budget & ISL	Draft IDP & Budget	Municipal Finance Management Act Section 22 and 23 MSA Reg 3 (4) (a-b)	February '13
17	LGMTEC 3 Provincial analysis of the draft 2014/15 reviewed IDP & Budget	IDP/BUDGET	Provincial feedback report	Municipal Financial Management Action section 34	April '14
18	Oversight Report on Annual Report a) Council considers the annual report and adopts the 2012/13 Oversight report on Annual Report within two months after the annual report report being tabled	IDP/OPM	Oversight Report	Municipal Finance Management Act Section 129	March '14
	b) the municipal manager makes the oversight report public within seven days after adoption of the annual report	IDP/OPM	Advertisement, cover report	Municipal Finance Management Act Section 129 (3)	April '14
	c) the municipal manager submits the city's and Convenco annual reports and oversight reports to provincial legislature within seven days of adoption of the oversight report	IDP/OPM	Cover report	Municipal Finance Management Act Section 132 (1) and (2)	
	3rd Quarter Performance Reports: a) 2013/14 Third Quarter Corporate Performance Report to EMT for Plan-Do-Review session b) 2013/14 Third Quarter Corporate Performance report to PC, Mayco & Council	IDP/OPM	Third Quarter Report on agenda	System of Delegations	May '14
19	c) Place 2013/14 Third Quarter Corporate Performance Report on website and make available to National Treasury		Third Quarter Report on web	System of Delegations	May '14
	d) 2013/14 Third Quarter Directorate and Department SDBIPs to PCs and Mayco	Directorates and Departments	Third Quarter Report on agenda	System of Delegations	June '14
20	Approval of 2014/15 IDP Amendments incl. Corporate Scorecard and budget: a) Council must give final approval of amendments to the IDP including the Corporate Scorecard and Budget document by resolution, setting taxes and tariffs, approving amendments to the IDP and budget related policies, approve measurable performance objectives for revenue by source and expenditure by vote before the start of the financial year	IDP/OPM & Budget, ISL	Approved amended IDP and Budget for 2013/14	Municipal Finance Management Act Section 24 Municipal Finance Management Act Section 25 MSA Reg. 2(1)	May ' 14
	b) Notification of approved 2014/15 IDP and Budget (Public and Spheres of govt)	IDP/OPM & Budget & ISL	Advertisements	Municipal Systems Act Section 25(4)(a)(b)	June '14
	c) Submission of approved annual budget to National and Provincial Treasuries in both printed and electronic formats	Budget	Submission of approved Budget and related documents including resolutions	Municipal Finance Management Act Section 24(3); Municipal Budget and Reporting Regulation Regulation 20	Within 10 working days after the municipal council approved the annual budget
	d) Publishing the approved annual budget and IDP on City's website	Budget/ISL	Publication of approved IDP and annual budget and related documents including resolutions	Municipal Finance Management Act Section 22; Municipal Budget and Reporting Regulation 18 Municipal Systems Act Sections 21A and 21B	After approval by Council
	e) Submission to MEC of Local Government	IDP/OPM	Amended IDP document and letter to MEC	Municipal Systems Act Section 32	Within 10 working days after the municipal council approved the IDP
	f) Response to public comment i.r.o. Budget, tariffs and policies	ISL	Feedback to comments	Municipal Finance Management Act	June '14
	Making Public and Compliance: g) Promulgation of tariffs for rates	Revenue	Summary of tariffs	Municipal Finance Management Act Municipal Planning and Performance Regulations	June '14
	h) Submit amended 2014/15 IDP including Corporate Scorecard document to MEC of Local Government within 10 days after Council approval	IDP/OPM	Council Resolution	Municipal Systems Act Section 32(1)	June '14
	Approval of 2014/15 SDBIPs a) The Executive Mayor may submits the draft SDBIP as part of the budget documentation to be tabled in Council	IDP/OPM	Corporate SDBIP Book • Corporate SDBIP • Directorate Executive Summaries and SDBIPs • Departments Business Plans and SDBIPs	Municipal Budget and Reporting Regulations - Regulation 14(3)	May '14
	b) City Manager submits draft 2014/15 SDBIP to the Executive Mayor for consideration, 14 days after approval of the budget	IDP/OPM	Corporate SDBIP Book • Corporate SDBIP • Directorate Executive Summaries and SDBIPs • Departments Business Plans and SDBIPs	Municipal Finance Management Act Section 69(3)(a)	June '14
21	c) Executive Mayor approves 2014/15 SDBIPs within 28 days after approval of budget	IDP/OPM	Final 2014/2015 SDBIP Book • Corporate SDBIP • Directorate Executive Summaries and SDBIPs • Departments Business Plans and SDBIPs	Municipal Finance Management Act Section 53(1)(c)(ii)(2)	June '14
	d) Place all 2014/15 Corporate, Directorate Executive Summaries and SDBIPS, Department Business Plans and SDBIPs on website	IDP/OPM	Updated website	Municipal Finance Management Act Municipal Budget and Reporting Regulation Chapter 2, Part 3, 15(3)	July '14
	e) Submit 2014/15 Corporate SDBIP and Budget Document to National and Provincial Treasury and make public	IDP/OPM & Budget, ISL	Advert, Cover letters, electronic submission	Municipal Finance Management Act Section 53(3)(a) Municipal Finance Management Act Municipal Budget and Reporting Regulation Chapter 2, Part 3, 15(3) and 20 (2)(b)	July '14

ACRONYMS

BSC	Budget Steering Committee	MFMA	Municipal Finance Management Act
EMT	Executive Management Team	MPRA	Municipal Property Rates Act
IDP	Integrated Development Plan	MAYCO	Mayoral Committee
ISL	Inter-service Liaison	OPM	Organisational Performance Management
KPI	Key Performance Indicator	PC's	Portfolio Committees
LGMTEC	Local Government Medium Term Expenditure Committee	PPU	Public Participation Unit
MTBPS	Medium Term Budget Policy Statement	SDBIP	Service Delivery and Budget Implementation Plan
MTREF	Medium Term Revenue and Expenditure Framework	TMA	Total Municipal Account
MSA	Municipal Systems Act		



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